

## CHAPTER 203. OBTAIN CERTIFICATE NUMBER FOR AN AIR OPERATOR OR AIR AGENCY

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE:** None. This task is accomplished as a step in Title 14 of the Code of Federal Regulations (14 CFR) part 125, 133, 137, or 141 certification tasks.

**3. OBJECTIVE.** The objective of this task is to obtain a designator for part 125 full deviation holder, to obtain a precertification number for part 125 applicants, and to obtain a final certificate number for all other air operators and air agencies. Successful completion of this task results in issuance of an appropriate designator or certificate number.

### 5. GENERAL.

*A. Management of Certificate Numbers.* The Operation Systems Branch, AFS-620, manages and controls all air operator and air agency certificate numbers. The number system provides a standardized format, a multitude of possible numbers, and a central location for assigning, storing, and retrieving information. This system of assigning certification numbers supersedes previously existing systems.

*B. Request of Three-Letter Designators.* The air operator or air agency applicant may request a specific three-letter designator. This can be accomplished on the Preapplication Statement of Intent for a part 125 applicant. For part 133, 137, or 141 applicants, the three-letter designators can be included in the letter of intent, if one is requested, or on the respective application forms. AFS-620 shall attempt to accommodate the applicant's request; however, if all three choices have already been assigned or if the applicant does not provide any choices, AFS-620 issues the first available random designator.

*C. Termination of the Certification Process.* If an applicant for a part 125 certificate terminates the certification process before a certificate is issued or the Federal Aviation Administration (FAA) terminates the process, the district office must inform AFS-620 so that the precertification number and the three-letter

designator can be released for future use. Parts 133, 137, and 141 are not affected since precertification numbers are not issued for them.

### 7. ELEMENTS OF A CERTIFICATE NUMBER.

*A. Four Elements of a Certificate Number.* A certificate number consists of four elements: the "designator" element, the "type" element, the "numeric" element, and the "alpha suffix" element. For example, the operator certificate number RWI-L-001-A (or RWIL001A without dashes) denotes the following:

- RWI - designator element
- L - type element
- 001 - numeric element
- A - alpha suffix element

(1) The "designator" element (RWI in the example) is a designation using combinations of three letters. Given the 26 letters of the alphabet in combinations of three, there are 17,576 possible, unique combinations. Thus, an operator can personalize the designator he or she receives.

(2) The "type" element (L in the example) identifies the type of certificate and the applicable regulation (see figure 203-1).

(3) The "number" element provides 999 (001 to 999) certificate number combinations for each type of certificate.

(4) The "alpha suffix" element provides even more possible combinations by establishing 25 alphabet groups (A through Z, excluding P which is used to denote a precertification number for part 125 only). When all possible number element combinations (001 to 999) have been used for a particular type of certificate, the alpha suffix changes to the next letter alphabetically. For example, take the imaginary external-load operator certificate number ELO-L-999-A. The next external-load operator certificate number, regardless of the designator, will be: XYZ-L-001-B.

*B. Certificate Commonality.* This number system also allows operators who hold different types of certificates to maintain a certain amount of commonality in their certificate numbers. For example, an air operator who is also an air agency can have the same designator:

Number: RWI-L-001-A

Elements: RWI - Rotorworks International

L - Rotorcraft External-Load Operator Certificate

001 - first certificated external-load operator

A - first group alphabetically

Number: RWI-R-003-A

Elements: RWI - same as above

R - Domestic Repair Station Certificate

002 - second certificated Repair Station

A - first group alphabetically

*C. Key "Type" Element.* From the examples it is obvious that the second element, the "type" element, is the key in identifying the activity of the certificate holder. AFS-620 always assigns an organization with operations having different types of certificates with the same three-letter designator. The "type" element assures the differentiation. For example:

RWI-L-001-A Rotorcraft External-Load Operator

RWI-G-001-C Agricultural Aircraft Operator

RWI-S-001-E Pilot School

**9. PRECERTIFICATION NUMBERS.** The letter "P" is used as the alpha suffix element for the tempo-

rary precertification number used for part 125 applicants (See Related Task #72, Conduct Certification of a FAR part 125 Operator.) Upon successful completion of the certification process, the "P" is changed to the appropriate alpha suffix element (A through Z, excluding P).

## 11. RESTRICTIONS.

*A. Number Assignment.* The complete certification number (all eight characters), once assigned to a particular organization, is never assigned to another.

*B. Reassignment of Designators.* Regardless of the type of certificate, the designator element of an organization that has become inactive or that has terminated operations shall not be reassigned to a different organization until a minimum of three years has elapsed. The designator can be reassigned to the original organization if it resumes operations within that three-year period. Otherwise, after that time, it can be assigned to any other organization provided there is no record of significance associated with the designator element in any of the databases maintained by AFS-620. If a designator element has an associated record of significance, AFS-620 shall not reassign the designator element for at least 10 years.

*C. Alpha Suffix Combination Reassignment.* Organizations which have more than one type of certificate and who conduct business under more than one operating regulation are assigned identical numeric elements for each assigned certificate number, whenever possible. A specific numeric element can be reassigned provided a different alpha suffix element is assigned. For example, 999 can be used with an "A" alpha suffix and also with a "B" alpha suffix.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the task background and qualification as an aviation safety inspector (operations) or an aviation safety technician (operations).

*B. Coordination.* This task requires coordination with the Operational Systems Branch, AFS-620.

### 3. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Appropriate certification chapters

*B. Forms.*

- FAA Form 8400-6, Preapplication Statement of Intent

*C. Job Aids.*

- None

### 5. PROCEDURES FOR A FULL DEVIATION HOLDER. Contact AFS-620 by telephone or other electronic means.

*A. State Purpose.* Inform AFS-620 that the purpose of the contact is to obtain a four-digit full deviation tracking number for district office files.

*B. Provide Information.* Provide the following information:

- (1) full legal name of the deviation holder;
- (2) the address of the proposed principal base of operations, or location where business will be conducted;
- (3) the applicant's preferred three-letter designators in order of preference; and
- (4) the acronym of the district office assigned responsibility for the deviation authority.

*C. Terminate the Task.* Obtain the four-digit tracking number from AFS-620. After the number is assigned to the district office file on the deviation holder, no further action is required.

### 7. OBTAIN PRECERTIFICATION NUMBER. For part 125 applicants only; there is no full or partial deviation. Contact AFS-620 by telephone or other means.

*A. State Purpose.* Tell AFS-620 that you need to obtain a precertification number for a part 125 applicant.

*B. Provide Information.* Provide AFS-620 with the following information:

- (1) complete, legal name of the company;
- (2) address of the proposed principal base of operations, or the location where business will be conducted;
- (3) the names of proposed management personnel, if applicable;
- (4) the type of certificate requested and applicable regulations;
- (5) the proposed starting date of operations;
- (6) the requested three-letter designators, in order of preference; and
- (7) the acronym of the district office that will be responsible for the certificate.

*C. Assign Precertification Number.* Assign the number according to the procedures in volume 2, chapter 72, Conduct Certification of a FAR Part 125 Operator.

*D. Release Precertification Number.* If the certification process is terminated before completion:

- (1) contact AFS-620 by telephone or other means;
- (2) give AFS-620 the precertification number, and inform them that the process was terminated without issuance of a certificate; and
- (3) terminate the task.

### 9. OBTAIN FINAL CERTIFICATE NUMBER. For parts 125, 133, 137, and 141 applicants.

*A. Part 125 Applicants.*

- (1) Contact AFS-620 by telephone or other means.
- (2) Tell AFS-620 that you need to obtain a final certificate number for a part 125 operator.
  - (a) Provide AFS-620 with the precertification number.

(b) Advise AFS-620 if there has been any change in the type of certificate or the type of operation since the precertification number was issued.

(3) Use the final certificate number in preparing the operating certificate. (See volume 2, chapter 72.)

*B. Other Air Operators or Agencies.*

(1) Contact AFS-620 by telephone or other means.

(2) Tell AFS-620 that you need to obtain a final certificate number for a part 133 or 137 operator or a part 141 air agency.

(3) Provide the following information:

(a) complete, legal name of the company;

(b) address of the proposed principal base of operations, or the location where business will be conducted;

(c) the names of proposed management personnel, if applicable;

(d) the type of certificate requested and applicable regulations;

(e) the proposed starting date of operations;

(f) the requested three-letter designators, in order of preference; and

(g) the acronym of the district office that will be responsible for the certificate, and complete legal name of the company;

(4) Place the certificate number on the air operator or air agency certificate as per the procedures in the certification chapter.

**11. TASK OUTCOMES.** Completion of this task results in one of the following.

A. Assignment of a precertification and final certificate number to a part 125 operator.

B. Assignment of a final certificate number to a part 133, 137, or 141 air agency or operator.

C. Assignment of a designator to a part 125 full deviation holder.

**13. FUTURE ACTIVITIES.** See related certification chapters.

**[PAGES 203-9 THRU 203-12 RESERVED]**

**FIGURE 203-1  
TABLE OF TYPE ELEMENTS**

TYPE OF CERTIFICATE AIR OPERATORS	TYPE ELEMENT	14 CFR PART
Air Carrier Certificate	A	121/135
Operating Certificate (business/private carriage)	B	125
Operating Certificate (commercial)	C	121/135
Foreign Operator (Operations Specifications only)	F	129
Agricultural Aircraft Operator Certificate	G	137
Rotorcraft External-Load Operator Certificate	L	133
Part 125 Full Deviation Holder (certificate number not issued)	M	91

AIR AGENCIES	TYPE ELEMENT	14 CFR PART
Domestic Satellite Repair Station Certificate	D	145
Parachute Loft Certificate	P	149
Domestic Repair Station Certificate	R	145
Pilot School Certificate	S	141
Aviation Maintenance Technician School Certificate	T	141
Provisional Pilot School Certificate	V	141
Foreign Repair Station Certificate	Y	145
Foreign Satellite Repair Station Certificate	Z	145

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